
THE TOWN OF COLMA

Colma, known worldwide as the “cemetery town”, is the smallest city in San Mateo County with 1,100 residents – and 1.5 million souls. Former San Francisco Mayor George Mascone, buried in Holy Cross Cemetery, and lawman Wyatt Earp, in the Hills of Eternity Jewish Cemetery, are among the Town’s better-known “residents”. However, Colma is more than just 16 cemeteries. Within its 2.2 mile boundaries, the town offers two shopping centers, one of Northern California’s most complete collection of car dealerships and a BART station. The Town of Colma is a General Law city and was originally incorporated as the City of “Lawndale” in 1942.

The Town of Colma is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin in its employment actions, decisions, policies and practices.

APPLICATION PROCEDURES:

- Interested candidates must complete and submit a Town employment application. Submission of a resume will not substitute for a completed Town application.
- Testing process will consist of:
 - * Application Screening
 - * Supplemental Questionnaire
 - * Oral Panel Interview
 - * Administrative Interview
- A medical examination including screening and Tuberculosis testing will be completed for top candidate. Results will be held in confidence.
- The top candidate will be fingerprinted. The results must be in compliance with State and Town policy and law.

Applications may be obtained from and completed applications returned to:

**Town of Colma
Human Resources Department
1198 El Camino Real
Colma, CA 94014**

**Deadline: March 9, 2004
5:00 p.m.**

*For additional information
Call (650) 997-8306*



RECREATION COORDINATOR

Rate: \$18.62 to \$22.64 per hour

- Full time, Non-exempt position
EXCELLENT BENEFITS
- * Fully paid family medical, dental, and vision care Insurance for family
- * Fully paid Life Insurance for employee
- * Fully paid medical and dental for employee, spouse, and dependents upon retirement
- * Employer matches up to \$1,200 per year in Deferred Compensation
- * Tuition reimbursement (up to \$1,000 a year)
- * 13 paid holidays plus 3 Floating holidays
- * 10 days of vacation leave after one year of employment
- * 12 hours of sick leave accrued each month
- * Employer paid social security (6.2%)
- * EMPLOYER PAID MEDICARE (1.45%), AND PERS (7%)

DEFINITION

The Recreation Coordinator assists the Recreation Services Manager in the Town's daily recreation programming, including supervision of part-time staff, facility scheduling, maintenance of equipment, games & supplies; management of Recreation Center facilities in the absence of the Recreation Services Manager; and related work as required.

SPECIAL REQUIREMENTS

Successful candidates must have the ability to speak and write clearly and understandably; the flexibility to work long hours when assigned; vision adequate to quickly and accurately review reports and correspondence; the dexterity and vision necessary to operate computer equipment with a high degree of productivity; on a continuous basis, work with the public exercising patience and professionalism at all times; participate in physical activities with recreation staff and clients; perform simple grasping and fine manipulation; perform multiple tasks.

MINIMUM QUALIFICATIONS

Knowledge of: Recreation philosophy, planning and administration; operations and techniques used in comprehensive community recreational programming for various target age groups; personnel management including hiring, supervising and evaluating part-time staff; computer use, including spreadsheet, word processing, and graphic presentation software.

Ability to: Maintain sound recreation procedures and records; explain recreation policies and procedures; conceive and effectively propose solutions to problems; establish, maintain and foster cooperative working relations with others; work effectively with co-workers, the public, and others by sharing ideas in a constructive and positive manner; keep commitments; keep others informed of work progress, timetables, and issues; address problems and issues constructively to find mutually acceptable and practical business solutions; follow financial procedures.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

The ideal candidate will have the equivalent to a two-year degree with an emphasis in recreation, leisure, physical education or closely related field and two years of progressively responsible full-time recreation experience or three years as a Recreation Leader for the Town of Colma.

ESSENTIAL DUTIES

The Recreation Coordinator oversees, manages and participates in strenuous physical activities such as leading tours, demonstrating proper exercise techniques, and managing children in playground activities. The incumbent will set up, move, and take down recreational and facility equipment; attend and participate in weekend and evening activities as assigned; draft reports and correspondence quickly and accurately; and demonstrate confidentiality.

SUPERVISION RECEIVED OR EXERCISED

The Recreation Coordinator receives supervision from the Recreation Services Manager.

